

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
FEBRUARY 23, 1999**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, February 23, 1999, at 10 a.m. Eastern Standard Time (EST). The Chair, Ms. Margaret M. Prevost of the New York State Department of Health, was unable to attend. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss mobile laboratory issues through a question and answer session with Mr. Richard Spinner of the State of California.*

INTRODUCTION

The committee members introduced themselves and the floor was opened for questions and discussions pertaining to the mobile laboratory issues facing the committee.

AGENDA ITEM

Section 4.1.2

The preregistration with the accrediting authority of all mobile laboratories and “shells” was discussed. The committee voting members present reached a consensus on the requirements for mobile laboratory accreditation. This consensus was that all mobile laboratories should be considered the same whether permanently configured, temporarily dedicated, or “shells,” which are vehicles outfitted with analytical equipment capable of operating on-site.

The accreditation process would be the same for all mobile laboratories. In the event that there is a fixed base laboratory that is the “parent” to single or multiple mobile laboratories, the fixed base laboratory will have an on-site accreditation visit. During this visit the mobile laboratory(s) will also be configured with analytical equipment for an on-site accreditation inspection. The fixed base laboratory would have to disclose to the accrediting body the following information concerning mobile units prior to the on-site visit.

- The number of mobile laboratory units to be accredited along with the vehicle identification numbers (VIN) numbers.
- A list of the specific fields of testing for which the mobile unit(s) are applying to be accredited (required to be a subset of the fixed base laboratory’s fields of testing).

Proficiency test (PT) samples were also discussed as a part of the accreditation process for mobile laboratories. The committee agreed that PT samples would also be analyzed by the mobile laboratories during the on-site accreditation process. The mobile laboratories would be required to pass a PT sample for each field of testing listed in the accreditation application.

Those mobile laboratories that do not operate from or are not associated with a fixed base laboratory will be required to apply for their own separate laboratory accreditation.

Mr Spinner suggested that the committee consider an option for each state to do on-the-job, on-site inspections as a part of the accreditation process. According to him, approximately 10% of California's 200 mobile laboratories are monitored this way.

Mr. John Griggs volunteered to draft this proposed language change to Section 4.1.2 of the NELAC Standards and forward the information to Ms. Prevost for her input.

The committee agreed to adjourn the teleconference.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
FEBRUARY 4, 1999**

Item No.	Action	Date to be Completed
1.	John Griggs will draft proposed changes to Section 4.1.2 for review.	2/26/99

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ACCREDITATION PROCESS COMMITTEE MEETING
FEBRUARY 23, 1999

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